*BDK Architects – Householder Brief & Blueprint Service*

The Problem:

*It is not uncommon for people to know they need to undertake a building project, and have thought about it quite a bit – but are uncertain how best to start. Or worse, launch into an expensive design service without establishing a relationship or worse still, not carefully establishing the groundwork for the project.*

Our Promise:

***“A surgeon wouldn’t operate without a proper diagnosis, so…”***

*BDK Architects Brief & Blueprint Service works in the same way. It will allow you to start an exploration designed to precisely understand your requirements and potential roadblocks, then gives you definite:*

* ***A Diagnosis of your Needs***
* ***Options and Recommendations;***
* ***A Plan to move forward;***
* ***A Timeline and Rough Order of Cost.***

The Process:

*We developed this process while undertaking numerous briefings with domestic Clients, for their personal home-building or alteration / renovation projects. These briefings typically meant our Client had prepared a ‘Hit-List’ or ‘Wish-List’ of what they would like to achieve before we got involved. Too often this prescribed a certain approach to design and construction BEFORE they had fully done their research and homework and BEFORE they had critiqued their ideas.*

*The consequence of inadequate upfront research of your Brief is like… building a house on bad foundations. The foundations are the most important part of the whole house, because everything is built on top. It’s very expensive to change the foundations once you have started to build upwards. But it’s very easy to change them if they are simply lines on a plan.*

*So… we spend a little more time on the research than most other firms who rush their clients into the design phase.*

*There are five important steps in building:*

***1. Brief & Blueprint Review / Report – which is the first step***

***2. Design phase***

***3. Construction Document phase***

***4. Building and Contract Management***

***5. Completion phase***

*On the next page we outline the first step covering what the* ***Brief & Blueprint Service*** *comprises.*

*“I can honestly say we knew out of all the local architects you would be the one that could turn things around for us. A life changing* [planning] *decision for us yesterday so well done you. Excellent work. Thank you again."*

*BDK Domestic Client, February 2016*

When considering renovating your character home the high-level ***Brief & Blueprint Review / Report*** with BDK Architects is the first step.

***Why… ?***

* Obtain a very experienced Senior Architect’s opinion on the feasibility of the project – one who is knowledgeable about the type of project you are intending to undertake.
* Producing an outline ***Brief*** providing the “foundation” for future work - detailing rooms, connections, orientation etc...
* Considering potential solutions at a high-level that encourages on-going testing of ideas – ***“Design Thinking”***.
* Exploring the ‘look and feel’ of a potential scheme.
* Investigating the functional viability of the project and your ideas.
* Ascertaining Mains Services provision and requirements.
* Preparing sketches of possible layout options
* Providing preliminary rough order of cost estimate of construction for budget usage.
* Providing a preliminary programme or timeline.
* ***Production of report including the above.***
* All travel within Jersey included in price (outside Jersey priced at ‘cost’)
* Report includes schedule of services and fee proposal for next project stages.
* Obtaining Pre-Application advice from Planning Department on likelihood of project being approved (Optional to separate cost).

***A surgeon wouldn’t operate without a proper diagnosis***… our ***Brief & Blueprint Review / Report*** works in the same way.

It starts a strategy designed to precisely understand your requirements, and then gives you findings and recommendations, with a plan to move forward giving a timeline and rough order of cost to inform your budget.

What do you receive?

Phase I: Initial Scoping & Discussion – *An outline brief for your project* (£350.00\*).

* *Meeting at your property to discuss the project and your aspirations.*
* *Reviewing current function & design.*
* *Clarifying issues, discuss options and current thinking.*
* *Identifying project aims & vision, themes & drivers.*
* *Researching Planning history online.*
* *Obtaining any records / drawings of your property held by Planning.*
* *Checking compliance with Planning Policy and Supplementary Planning Guidance.*
* *Obtaining details of mains services (where required).*
* *You provide: Existing site & background information with any available plans, etc.*

Phase II: Options Sketches – *Options development and analysis* (£450.00\*).

* *Exploring potential spatial relationships, connections & future-proofing options.*
* *Preparing freehand concept option sketches.*
* *Preparing preliminary straight-line programme.*
* *Preparing your Brief & Blueprint Report.*
* *Meeting at our office to present, discuss and review the Brief & Blueprint Report.*

I would like to book my Brief & Blueprint Review / Report with BDK Architects as described above. I have completed the agreement below & provided my/our client details to get the work underway. \* Total £800.00 + any Planning charges (eg: copying any drawings on their file) plus GST

*Order for Needs & Options Review / Report*

We request that you sign the agreement in the space provided below, copy it for your own records and return a scanned signed copy to us for our records, or post original signed copy back to us.

CLIENT ACCEPTANCE AND CONFIRMATION OF DETAILS

I agree to BDK Architects undertaking and providing me with their Brief & Blueprint Review / Report as described herein for the amount of £800.00 + any Planning charges (eg: copying any drawings on their file) plus GST\*, with 50% payable in advance, balance payable before delivery of Phase II.

……………………………………………………………………………………Date………………………

Signed by an authority of the Client as confirmation of this Agreement

……………………………………………………………………………………………………………….…

Name (please print in block capitals)

Please confirm your correspondence address and contact details:

Formal Client / Business Title: ……………………………………………………………………..……

Postal Address: ………………………………………………………………………………….…….….

Email Address: ……………………………………………………………………………………..….…

Telephone no: …………………………………… Mobile no: …………………………………….

Attention of: …………………………………………………………………………………..…….…

Please scan and email to:

[mailto:enquiry@bdkarchitects.com](mailto:enquiry@bdkarchitects.com%20%20)

Or please post to:

BDK Architects, White Lodge, Wellington Road, St Saviour, Jersey JE2 7TE

*"We are very Happy. It* [the extension] *has been life-changing."*

*BDK Domestic Client, April 2015*

*\* Please note this price covers extension / alteration works to one house, or new build, up to maximum 1,900 ft2 gross internal floor area. For any larger project please ask us to provide specific quote for a bespoke Needs and Options Review / Report.*